



F E D E R A L
S T U D E N T A I D
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Enterprise Configuration Management Implementation

<Title of Document>

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1.0 <Enterprise Level Group> Change Management Process

Text shown within the body of the document is color-coded. Insert the information requested between the brackets <> and delete the brackets.

1. Text marked in **red** needs to be deleted, as it contains instructions.
2. Text marked in **blue** needs to be replaced globally (via Edit Replace All).
3. Text marked in **black** (the rest of the document) provides the recommendation on what needs to be included in each section. As such, add/delete/modify it as appropriate.

1.1 Purpose

The <Enterprise Level Group> process describes the steps involved in managing a change request received by the <Enterprise Level Group> beginning with identification of the Change Request (CR) by the organization seeking the change through validation and review of the request to completion and closure.

1.2 Definition

<Describe briefly the function of the Enterprise Level Group at FSA>

<Define the audience for this process>

<Describe the Change Request that flows through the process and is worked on by resources in this process>

1.3 Benefits

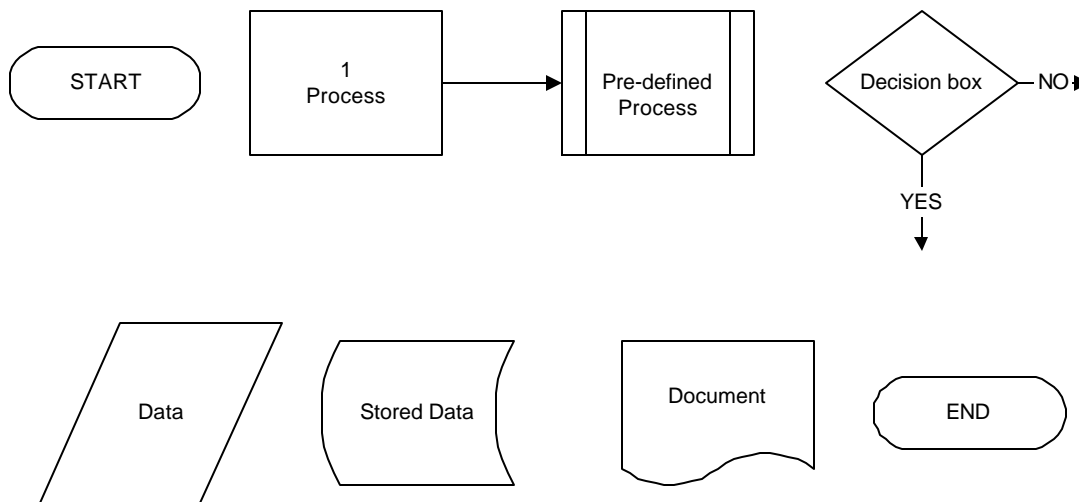
<Describe the benefits of following the process>



1.4 Process Workflow

The <Enterprise Level Group> Change Management Process describes the steps for managing a change request received by the <Enterprise Level Group>. This process is depicted in the workflow diagram shown below and the process step descriptions shown in Section 1.6.

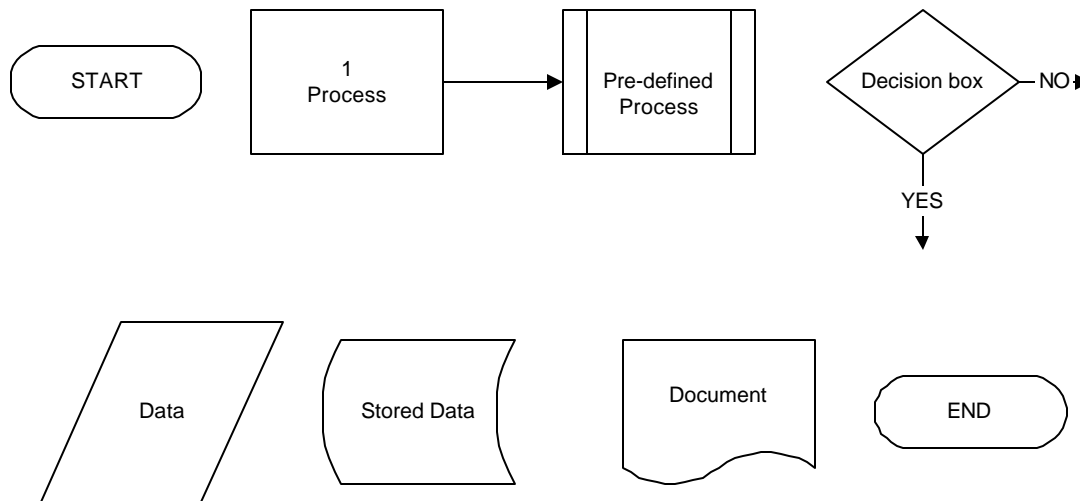
<Create a process workflow using a suitable application, such as PowerPoint, Word or Visio. Insert the workflow diagram into the process document here. The Visio Basic Flow Chart Shapes shown below for reference are the most commonly used in basic process workflow charts. Copy, paste and delete these shapes as needed.>





1.5 Sub-Process Workflow

<Create a sub-process workflow using a suitable application, such as PowerPoint, Word or Visio. Insert the workflow diagram into the process document here. The Visio Basic Flow Chart Shapes shown below for reference are the most commonly used in basic process workflow charts. Copy, paste and delete these shapes as needed. >





1.6 Process Workflow Description

Step #	Step Description	Responsibility	Tools	Deliverables/ Outcomes
Start				
1.	<Insert Process Step Name (as listed in process workflow)> <Give a short description (approximately two sentences) of each process step>			
2.				